

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-0181



December 30, 1982

ALL-COUNTY LETTER NO. 82-133

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) FISCAL YEAR 1982/83 MID-YEAR  
COUNTY PLAN UPDATE

REFERENCE: ALL-COUNTY LETTER NO. 82-72

All-County Letter No. 82-72 outlined the requirements for submittal of IHSS County Plans to the Department of Social Services. One of the requirements is a mid-year update of actual and forecasted expenditures for Fiscal Year 1982/83. The attached mid-year update material must be completed by all counties and submitted by January 31, 1983 in accordance with the following requirements:

1. Counties will provide, in accordance with plan guidelines, an updated County Plan Summary, a FY 1982-83 Forecast Summary and a cover letter explaining any significant changes from the original plan.
  - a. Mid-year updates must show actual cases and expenditures for the first six months using the Management Statistical Summary (MSS) for Individual Provider (IP) mode data and the IHSS Monthly Caseload, Hours, and Costs Report (SOC 296) and Administrative Claim for county homemaker and contract modes.
  - b. County projections for January through June 1983 must be based on the most recent actual data available.
2. Mid-year updates must identify any outstanding IHSS expenditures which will be claimed in this fiscal year.

If the mid-year update results in a forecast which is different from that in the original plan or discloses any significant changes in expenditure patterns or revisions to service delivery mode, time-per-task guidelines, hourly rates, etc.,

those changes, when received and concurred with by DSS, will be incorporated into and will constitute an amendment to your initial county plan. Counties will also want to update their initial plan to reflect any changes contained in the mid-year update.

At any time it appears that program reductions pursuant to Welfare and Institutions Code Section 12301 ("a-e") may be necessary to maintain the program within your total allocation, we request that you contact Program Control Bureau staff at the earliest possible time. State staff will be able to assist in ensuring that planned reductions are consistent with applicable statutes and that proposed notices of action are acceptable.

Mid-year updates, amendments to County Plans and any related questions should be addressed to:

John H. Wilson, Chief  
Program Control Bureau  
744 P Street, M.S. 5-126  
Sacramento, CA 95814  
(916) 322-6320



CLAUDE E. FINN  
Deputy Director  
Adult & Family Services Division

Attachments

COUNTY PLAN MID-YEAR UPDATE

IN-HOME SUPPORTIVE SERVICES  
FISCAL YEAR 1982/83

MID-YEAR UPDATE CONTENTS:

- SECTION A. COUNTY PLAN SUMMARY - A summary of actual expenditures for the period July - December 1982 and forecasted expenditures for January - June 1983 including any necessary "a-e" program reductions.
- SECTION C1. FY 1982/83 FORECAST SUMMARY - A summary of future expenditures by month and by mode excluding any necessary "a-e" program reductions.

TO: Department of Social Services  
Program Control Bureau  
744 P Street, M.S. 5-126  
Sacramento, California 95814

SUBJECT: FISCAL YEAR 1982/83 IHSS COUNTY PLAN

Attached is:

- ☐ Initial County Plan
- ☐ Mid-year Update
- ☐ Plan Amendment

The following sections are submitted:

- ☐ Section A, County Plan Summary
- ☐ Section B, Record of FY 1981/82 Expenditures
- ☐ Section C1, FY 1982/83 Forecast Summary
- ☐ Section D1, Program Reduction Summary and Narrative
- ☐ Section D2, Program Reduction Forecast
- ☐ Section D3, Program Reduction Detail by Delivery Mode

COUNTY:		DATE:
CONTACT PERSON:	TITLE:	TELEPHONE:
SIGNATURE OF WELFARE DIRECTOR:		

## SECTION A. COUNTY PLAN SUMMARY

County: \_\_\_\_\_

Date: \_\_\_\_\_

100% STATE &amp; FEDERAL FUNDS: \_\_\_\_\_

90% STATE MATCHING FUNDS: + \_\_\_\_\_

10% COUNTY MATCHING FUNDS: + \_\_\_\_\_

FY 1982/83 ALLOCATION: \*\* \_\_\_\_\_

Month	(1) FY 1982/83 Forecast	(2) "a-e" program reductions	(3) Adjusted FY 1982/83 Forecast	(4) Cumulative Total	(5) Percent of allocation
July (a)					
August (a)					
September (a)					
Subtotal 1st qtr. (a)					
October (a)					
November (a)					
December (a)					
Subtotal 2nd qtr. (a)					
January (e)					
February (e)					
March (e)					
Subtotal 3rd qtr. (e)					
April (e)					
May (e)					
June (e)					
Subtotal 4th qtr. (e)					
TOTAL (e)					

Column (1): Taken from Column (7), Section C1, FY 1982/83 FORECAST SUMMARY.

Column (2): Taken from Column (4), Section D2, PROGRAM REDUCTION FORECAST.

Column (3): Column (1) minus Column (2).

Column (4): Accumulating total of successive months.

Column (5): Cumulative percent of allocation forecasted to be spent through that month. Column (4) ÷ allocation amount.

(a) = Actual expenditures

(e) = Estimated expenditures

SECTION C1. FY 1982/83 FORECAST SUMMARY (excluding "a-e" program reductions)

Instructions:

1. Forecast methodology should recognize the impact of SB 633. Below is an explanation of the columns.
  - a. Column (1): Unduplicated count of paid cases.
  - b. Column (2): Percentage increase (decrease) in caseload from the prior month and quarter. Refer to Section B where necessary.
  - c. Column (3): Represents wages, restaurant meal allowance and recipient share of employer benefit taxes paid through EDS-F. These are charges which will be reflected on the Management Statistical Summary. The total of this column should be taken from the corresponding entry in Column (5) on Section C2.
  - d. Column (4): Costs paid to contract provider agencies. These are charges which will be reflected on the quarterly administrative claim. The total of this column should be taken from the corresponding entry in Column (5) on Section C2.
  - e. Column (5): Include costs for welfare staff providers, direct supervision thereof, and allocable overhead. These are charges which will be reflected on the quarterly administrative claim. The total of this column should be taken from the corresponding entry in Column (5) on Section C2.
  - f. Column (6): Includes any AB 922 costs, direct administrative costs, or credit offsets. Identify costs by footnote. These are charges which will be reflected on the quarterly administrative claim.
  - g. Column (7): Total of Columns (3) through (6).
  - h. Column (8): Percentage increase (decrease) in total cost from prior month and quarter. Refer to Section B where necessary.
  - i. Column (9): Shows the accumulating total of successive monthly totals in Column (7).
2. Show footnotes and any other explanatory notes below:

## SECTION C1. FY 1982/83 FORECAST SUMMARY (excluding "a-e" program reductions)

FY 1982/83 Allocation:

Date:

County:

Month	Cost							Cumulative total (9)
	Cases paid (1)	% Inc. (% Dec.) (2)	Individual provider (3)	Contract (4)	Welfare staff (5)	Other (6)	Total (7)	
July .....	(a)							
August .....	(a)							
September .....	(a)							
Subtotal 1st qtr.	(a)							
October .....	(a)							
November .....	(a)							
December .....	(a)							
Subtotal 2nd qtr.	(a)							
January .....	(e)							
February .....	(e)							
March .....	(e)							
Subtotal 3rd qtr.	(e)							
April .....	(e)							
May .....	(e)							
June .....	(e)							
Subtotal 4th qtr.	(e)							
TOTAL .....	(e)							

SEE REVERSE FOR INSTRUCTIONS

SOC 3520 (7/82)

(a) = Actual cases and expenditures

(e) = Estimated cases and expenditures